



PARKS AND RECREATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	PARKS AND RECREATION, DEPARTMENT OF	RELEASE DATE:	Thursday, May 28, 2009
POSITION TITLE:	Chief, Northern Field Division - Park Operations	FINAL FILING DATE:	Friday, June 12, 2009
CEA LEVEL:	CEA 3	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,594.00 - \$11,272.00 / Month	BULLETIN ID:	05272009_4

POSITION DESCRIPTION

Under the direction of the Deputy Director for Park Operations, the Chief, Northern Field Division coordinates the operation, policy, planning, support and stewardship of California State Parks in the Northern Division. She/he advises and assists the Deputy Director in the formulation, administration and continuing evaluation of department programs and provides supervision to the District Superintendents concerning the total operation, maintenance and protection of the units of the Northern Division. This position will be located in Sacramento, California.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military

duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.
- (2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Northern Field Division - Park Operations**, with the **PARKS AND RECREATION, DEPARTMENT OF**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination process will consist of an application, screening process and Statement of Qualifications evaluation by a departmental evaluation committee. The committee will screen the applications on the basis of background and managerial potential. Hiring interviews will be conducted with only the most qualified candidates. Applications submitted without a Statement of Qualifications will be rejected from this examination.

Knowledge and abilities needed for exam:

- A. The ability to manage a large park operations program and provide management advice to the Deputy Director for Park Operations on all phases of field operations including public safety, cultural and natural resource management and protection, interpretation, concessions, facility maintenance and general park administration.
- B. Extensive knowledge of the State Park System, its facilities, and operations.
- C. The ability to plan, organize, and direct a multidisciplinary professional, law enforcement, technical, and administrative staff and effectively carry out State and Departmental programs.
- D. Demonstrated ability in negotiating with and preparing and making presentations to federal, state, and local agencies and special interest groups.
- E. Experience in working with the medical, special interest groups, public and private agencies.
- F. An understanding of the Department's long-term strategy and objectives and the ability to reflect that understanding in continual improvement of external customer satisfaction.
- G. The ability to use the principles and tools of quality management that contribute to the Department's outcome based budgeting goals.

FILING INSTRUCTIONS**Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and not exceed three pages in length with a font no smaller than 10 pitch.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

PARKS AND RECREATION, DEPARTMENT OF, Examination Unit
1416 9th Street, Room 1018, Sacramento, CA 95814
Linda Stott | (916) 653-9685 | lstot@parks.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The PARKS AND RECREATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>